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ANNEX III TAB E

CIA RECORDS CENTER

ORGANIZATION - FUNCTIONS - STAFFING

The Records Center, identified prior to 15 February 1954, as a branch of the Records Services Division, General Services Office, is organized on an improvised basis, i.e. with a proposed organization for the remainder of Fiscal Year 1954. The Center is now identified as a section of the Records Management Branch.

Organization - The framework of the Center is erected on a foundation of three operating sections; namely, Accessioning, Reference Service, and Disposal sections, respectively. The Office of the Chief appears as a modest super-structure.

Functions - The administrative functions of the Center are basic in detail and adhere closely to the simple operating system employed within the organization framework. They are restated as follows:

Office of the Chief - Administers functions and directs operations of the Records Center. Assumes responsibility for all assignments received from Chief of Records Management Branch to whom he is accountable. (Revised by Examiner)

Accessioning Section - Arranges for transfer of records from operating offices to the Center; assists in the physical movement of records to the Center by supplying technical advice, labor, trucks, containers and labels; maintains controls over accessions by assigning job numbers, processing transfer documents, and allocating all center shelving space for the storage of records; and maintains and prepares reports on accessions.

Reference Service Section - Receives requests for information on documents in the custody of the Center and conducts necessary searches to locate desired documents, using established finding media; provides desired information either by abstracting the data or transferring the document to the requesting office; prepares and maintains research reference aides; enforces restrictions on use of records in custody; maintains records and prepares reports on reference services rendered; receives, stores, reproduces, and distributes supplemental copies of CIA-produced intelligence information and reports and makes initial and supplemental distribution of Agency regulations and administrative issuances; maintains a current inventory of distribution materials and prepares reports on services rendered.

SECRET

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Disposal Section - Examines records as they are accessioned in order to determine if their disposal is authorized by any existing schedule; prepares and maintains a disposal "tickler file" that controls final disposition of all records in custody of the Center; initiates and conducts work programs as required designed to evaluate and appraise records in custody for preservation or destruction; and maintains disposal job files and prepares reports on the destruction of records.

The work of the Center is allotted to the three sections on a functional basis and distributed to the employees who are most capable of carrying out the assignments, respectively.

Staffing

Office of the Chief - 1 GS-12, 1 GS-3

Accessioning Section - 1 GS-9 (Ass't. to Chief) 1 GS-7

Reference Service Section - 1 GS-9

Records Unit - 1 GS-7, 1 GS-5

Distribution Unit - 2 GS-7, 3 GS-5

Disposal Section - 1 GS-9

In Process - 0

TOTAL PERSONNEL - 13

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